

## Hoglund Body & Equipment Job Description

**Job Title:** Body Technician  
**Department:** Hoglund Body and Equipment  
**Reports To:** Shop Supervisor  
**Date:** August 2022

### **SUMMARY**

The Body Technician is responsible for completing body work including sanding, light dent repair, and rust removal. This position is for a medium skilled individual who has completed an apprenticeship yet still requires the additional training and assistance from a Journeyman technician to perform all body repairs from start to finish.

**ESSENTIAL DUTIES** include the following. Other duties may be assigned.

- Reads and comprehends estimates, repairing vehicles per estimate in accordance with manufacturer standards.
- Checks all parts against the estimate to ensure correct parts are received.
- Follows blueprinting procedures and creates repair supplements as needed.
- Takes initiative to make ethical repair decisions without direction.
- Works towards performing high quality fiberglass and body repairs.
- Removes and replaces non-structural weld on / rivet on body panels.
- Works towards the ability to take collision repairs start to finish without guidance.
- Understands warranty and fleet processes and has the ability to efficiently perform all associated repairs.
- Possesses the proper tools to perform all required repairs.
- Takes applicable certifications and training as instructed by Management and keeps them current.
- Notifies Management of any repair concerns that will affect the repair quality or promise time.
- Keeps works area neat and clean.
- Follows all shop SOPs.
- Follows all safety rules to maintain a safe work environment including wearing all required personal protective equipment and using shop tools and equipment properly and safely.
- Understands, keeps abreast of, and complies with federal, state, and local regulations that affect body shop operations, such as hazardous waste disposal, OSHA Right-to-Know, etc.

- Reports any safety issues immediately to Management.
- Follows the Company's Culture and Mission Statement.
- Maintains a positive attitude focused on constant self-improvement.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High School diploma or GED; minimum two years related experience.

### **LANGUAGE SKILLS**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.

### **REASONING ABILITY**

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.